

SENIOR FISCAL OFFICE SPECIALIST

DEFINITION

To perform a variety of highly responsible fiscal clerical and general clerical duties in the preparation, maintenance and processing of department specific accounting records and financial transactions.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Fiscal Office Specialist series. Positions at this level are distinguished from the other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including responsibility for the full range of fiscal clerical duties related to grant and/or project tracking and maintenance, budget support, employee benefits, or city-wide purchasing and may provide technical and functional supervision over clerical personnel. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor.

May exercise technical and functional supervision over clerical personnel.

ESSENTIAL FUNCTIONS - Functions may include, but are not limited to, the following:

Perform a variety of fiscal clerical and routine technical duties in the preparation, maintenance and processing of accounting records and financial transactions related to an assigned functional area such as contract and/or grant monitoring, budget support, employee benefits or City-wide purchasing.

May provide technical and functional supervision over assigned clerical personnel; assign and review work of other clerical staff; train others in fiscal systems and procedures.

Maintain the necessary accounting records to support processed transactions related to area of assignment; reconcile records of area of assignment; verify accounting entries to ensure accuracy.

CITY OF CHULA VISTA
Senior Fiscal Office Specialist

Process, code, enter and verify numerical or financial data related to area of assignment; distribute data to appropriate department staff or agency upon completion of assigned process.

Prepare technical reports and documentation related to area of assignment; compile and prepare reports based on state and federal requirements; ensure current insurance certificates and bonds for outside contractors.

Provide fiscal clerical support to assigned supervisory personnel and the Finance Department related to assigned department fiscal functions; research and compile basic technical information related to area of assignment.

Respond to questions and concerns from assigned department or agencies regarding area of assignment; correct problems in documents as necessary; explain processes and systems to department employees and vendors.

Type a variety of written material from rough draft, dictaphone or verbal instructions using word processing equipment as assigned.

Act as a receptionist; screen calls and visitors, and refer inquiries as appropriate; respond to complaints and requests for information based upon departmental policies and procedures.

Compile general information from a variety of sources as requested.

Compose routine correspondence independently.

Perform general clerical duties including filing, checking and recording information on records, and processing routine requests for information.

Participate in the preparation of assigned budget.

Perform special projects and studies; collect and compile routine statistical and financial data for special reports.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods, practices and terminology used in accounting clerical work.

Pertinent rules, laws and policy regarding accounting methods.

Modern office practices, methods, procedures and computer equipment.

Ability to:

Perform a variety of complex, specialized and responsible fiscal clerical duties in support of specific functions or programs within a department.

Intermittently review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.

Understand the organization and operations of the city and of outside agencies as necessary to assume assigned responsibilities.

Work independently with limited supervision and exercise initiative and sound judgment.

Post and make mathematical computations rapidly and accurately.

Operate automated office equipment and use a computer based accounting system.

Apply operating rules and procedures of assigned department.

Work cooperatively with other departments; outside agencies, and the public.

Interpret and apply departmental policies, procedures, and rules.

Establish and maintain financial records; perform mathematical computations.

Operate a variety of office equipment such as a calculator, computer and related software.

Type at a speed of 35 Net Words Per Minute.

Compile and maintain complex and extensive records and files.

Communicate clearly and concisely, both orally and in writing.

CITY OF CHULA VISTA
Senior Fiscal Office Specialist

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible and specialized accounting clerical experience.

Training:

Equivalent to the completion of the twelfth grade.

PHYSICAL DEMANDS

On a continuous basis, sit at a desk and/or stand at a counter for long periods of time. Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 10 pounds or less.

8/01